

**Memorandum of Understanding  
By and Between the  
Upland Unified School District and  
Upland Teachers Association**

**TOSA and COSA Hours and Pay**

The Upland Unified School District ("District") and Upland Teachers Association ("UTA") enter into this Memorandum of Understanding ("MOU") regarding the hours and pay of any unit member assigned as a Teacher on Special Assignment ("TOSA") or Counselor on Special Assignment ("COSA").

The parties acknowledge that the District has a past practice of assigning certificated unit members to serve as TOSAs and COSAs, but the current collective bargaining agreement ("CBA") does not address their hours and pay above those delineated in the current CBA. The purpose of this MOU is to delineate the hours and pay that these unit members shall receive in these assignments, beginning July 1, 2022.

The parties agree as follows:

1. The professional day for a TOSA and COSA shall be eight (8) hours per day, inclusive of a 30-minute lunch. This shall extend beyond the end of the regular school day to allow for the TOSA and COSAs to assist with duties specified in their job description as assigned by their immediate supervisor. Any such duties shall be within the scope of their TOSA or COSA assignment. The unit member's annual salary shall be increased by a factor of .10 as compensation for the extended work day.
2. The work year for a TOSA and COSA shall be extended by ten (10) days beyond the 182-day instructional calendar at the beginning and end of the school year as mutually agreed upon between the unit member and the administrator for a total of 192 working days annually. The ten (10) additional work days shall be paid at the unit member's daily rate.

This MOU shall expire on June 30, 2026.

All other terms in Article 13 shall remain in full force and effect during the term of this MOU.